Eng 35 Library Orientation
Guidelines – Procedures

Materials you need for this orientation
2. Floor map
   3. **Exercise One** and **Exercise Two** handouts.
4. Laptops for students: one per pair of students or one per individual student.

Preparation for the orientation
1. Check the catalog to make sure all the titles listed on **Exercise One** are in the library.
2. If a title is not available (checked out, deleted, etc.) create a new handout with an additional title.
3. Make a photocopy of the master set.
4. Cut **Exercise One** in half.

The Orientation
Give a brief overview of the library and the Library Web site

1. Explain the orientation packet. Place emphasis on **how to locate a book by call number**.

2. **Explain WebCat** so that the students will be able to do exercises. Highlight the things that will be on the exercises.

3. Take questions.

4. Pass out the laptops or have them available for students.

5. Pass out **Exercise One**. Students can work in pairs or individually.

6. Explain **Exercise One** and give students 10 or 15 minutes to complete it. Ask the students who bring the book back immediately to help the students still looking for the book. You (the Librarian) can also go out and track down students that still looking for their book title.

7. Once you have all students back in the room. Go over **Exercise Two**. Students can work in pairs or individually.

8. Go around the room and help as needed.

9. Go out and help students locate the book on the shelf as needed. Also ask the students who bring back the book immediately to help the students that are still out in the stacks.

10. Put away the laptops and give the books to the Circulation Staff for use counts and shelving.

11. Give the completed exercises to the instructor so they can give students credit for completing the exercises.

Tania
2/18/11
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**They Made America: From the Steam Engine to the Search Engine: Two Centuries of Innovators**

A. List the call number:

B. List one subject heading:

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Library Exercise One – Find a Book by Title

Search WebCat for the following book:


A. List the call number:

B. List one subject heading:

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**The Complete Guide to the Music of Jimi Hendrix**

A. List the call number: _____________________________________________

B. List one subject heading: _______________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Falling in Love: Why We Choose the Lovers We Choose**

A. List the call number: ________________________________

B. List one subject heading: ________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

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Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**The Seventy Great Mysteries of the Ancient World: Unlocking the Secrets of Past Civilizations**

A. List the call number: ________________________________

B. List one subject heading: ________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Dream Power: How to Use your Night Dreams to Change Your Life**

A. List the call number: ________________________________

B. List one subject heading: ________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Counting Sheep: The Science and Pleasures of Sleep and Dreams**

A. List the call number: ________________________________

B. List one subject heading: ________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**The Sport of Life and Death: The Mesoamerican Ballgame**

A. List the call number: _________________________________________

B. List one subject heading: ______________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Kiss, Bow, or Shake Hands: How to do Business in Sixty Countries**

A. List the call number: _________________________________________

B. List one subject heading: ______________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

From Chocolate to Morphine: Everything you Need to Know about Mind-Altering Drugs

A. List the call number: ________________________________

B. List one subject heading: ______________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Library Exercise One – Find a Book by Title

Search WebCat for the following book:

The Complete Idiot’s Guide to Weight Training: Illustrated

A. List the call number: ________________________________

B. List one subject heading: ______________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Robots Unlimited: Life in a Virtual Age**

A. List the call number: _________________________________________

B. List one subject heading: ______________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Name: _________________________
Name: _________________________
Date: _________________________

Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**What Color is Your Parachute?**

A. List the call number: _________________________________________

B. List one subject heading: ______________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Name: _________________________
Name: _________________________
Date: _________________________
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Digging the Days of the Dead: a Reading of Mexico’s Dias de Muertos**

A. List the call number: _______________________________________

B. List one subject heading: ____________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Hidden Evidence: 40 True Crimes and How Forensic Science Helped Solve Them**

A. List the call number: _______________________________________

B. List one subject heading: ____________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

*Plants of the Gods: Their Sacred, Healing, and Hallucinogenic Powers*

A. List the call number:  _________________________________________

B. List one subject heading: ______________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Library Exercise One – Find a Book by Title

Search WebCat for the following book:

*From Sun Tzu to Xbox: War and Video Games*

A. List the call number:  _________________________________________

B. List one subject heading: ______________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Chemical Composition of Everyday Products**

A. List the call number: ________________________________

B. List one subject heading: ________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room

Library Exercise One – Find a Book by Title

Search WebCat for the following book:

**Portrait of a Killer: Jack the Ripper, Case Closed**

A. List the call number: ________________________________

B. List one subject heading: ________________________________

C. Locate the book on the shelf and bring it back to the Library Orientation Room
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Chicano Art**

B. List the title of a book this book: ________________________________
   ___________________________________________________________________

C. List one of the Subject Headings for this book:
   ___________________________________________________________________

D. List the call number: _____________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Stem Cell Research**

B. List the title of a book this book: __________________________

C. List one of the Subject Headings for this book:

D. List the call number: __________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic and Subject

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Animal experimentation**

B. List the title of a book this book: __________________________
   _______________________________________________________

C. List one of the Library of Congress Subject Headings for this book:
   _______________________________________________________

D. List the call number: __________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: Creationism

B. List the title of a book this book:____________________________

C. List one of the Subject Headings for this book:

D. List the call number:__________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Climate change**

B. List the title of a book this book:____________________________________

C. List one of the Subject Headings for this book:

D. List the call number:__________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: Overpopulation

B. List the title of a book this book:

C. List one of the Subject Headings for this book:

D. List the call number:

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: Sexual predators

B. List the title of a book this book:

C. List one of the Subject Headings for this book:

D. List the call number:

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Animal experimentation**

B. List the title of a book this book: ______________________________

___________________________________________________________________

C. List one of the Subject Headings for this book:

___________________________________________________________________

D. List the call number:______________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Media Violence**

B. List the title of a book this book: ______________________________ 

________________________________________________________________________

C. List one of the Subject Headings for this book:

________________________________________________________________________

D. List the call number: ____________________________________________

E. Locate the book on the shelf and bring it back to Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Endangered animals**

B. List the title of a book this book: ________________________________

C. List one of the Subject Headings for this book:

D. List the call number: ________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out)

A. Locate a book about: **Teenage drinkers**

B. List the title of a book this book: ______________________

C. List one of the Library of Congress Subject Headings for this book:

D. List the call number: ______________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Legalizing drugs**

B. List the title of a book this book: __________________________

C. List one of the Library of Congress Subject Headings for this book: ______________________________________________________

D. List the call number: __________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

F. Locate a book about: **Death penalty**

A. List the title of a book this book:____________________________
   ______________________________

B. List one of the Library of Congress Subject Headings for this book:
   __________________________________________________________

C. List the call number:________________________________________
   __________________________________________________________

D. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic and Subject

Search WebCat for a circulating book (one you can check out) on the 3rd or 4th floor.

A. Locate a book about: **Three strikes law**

B. List the title of a book this book: __________________________
   __________________________________________________________

C. List one of the Library of Congress Subject Headings for this book:
   __________________________________________________________

D. List the call number: __________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: Gay marriage

B. List the title of a book this book:____________________________
   ___________________________________________________________

C. List one of the Library of Congress Subject Headings for this book:
   ___________________________________________________________

D. List the call number:_________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Alternative energy**

B. List the title of a book this book: ____________________________________________

C. List one of the Library of Congress Subject Headings for this book:

   ____________________________________________

D. List the call number: ____________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Interracial adoption**

B. List the title of a book this book: __________________________________________________________

C. List one of the Library of Congress Subject Headings for this book: __________________________________________________________

D. List the call number: __________________________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: romantic love

B. List the title of a book this book: ______________________________
   ____________________________________________________________

C. List one of the Library of Congress Subject Headings for this book:
   ____________________________________________________________

D. List the call number: _________________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.
Library Exercise Two – Find a Book by Topic

Search WebCat for a circulating book (one you can check out).

A. Locate a book about: **Mercy killing**

B. List the title of a book this book: ______________________________
   __________________________________________________________

C. List one of the Library of Congress Subject Headings for this book:
   __________________________________________________________

D. List the call number: ______________________________________

E. Locate the book on the shelf and bring it back to the Library Orientation Room.